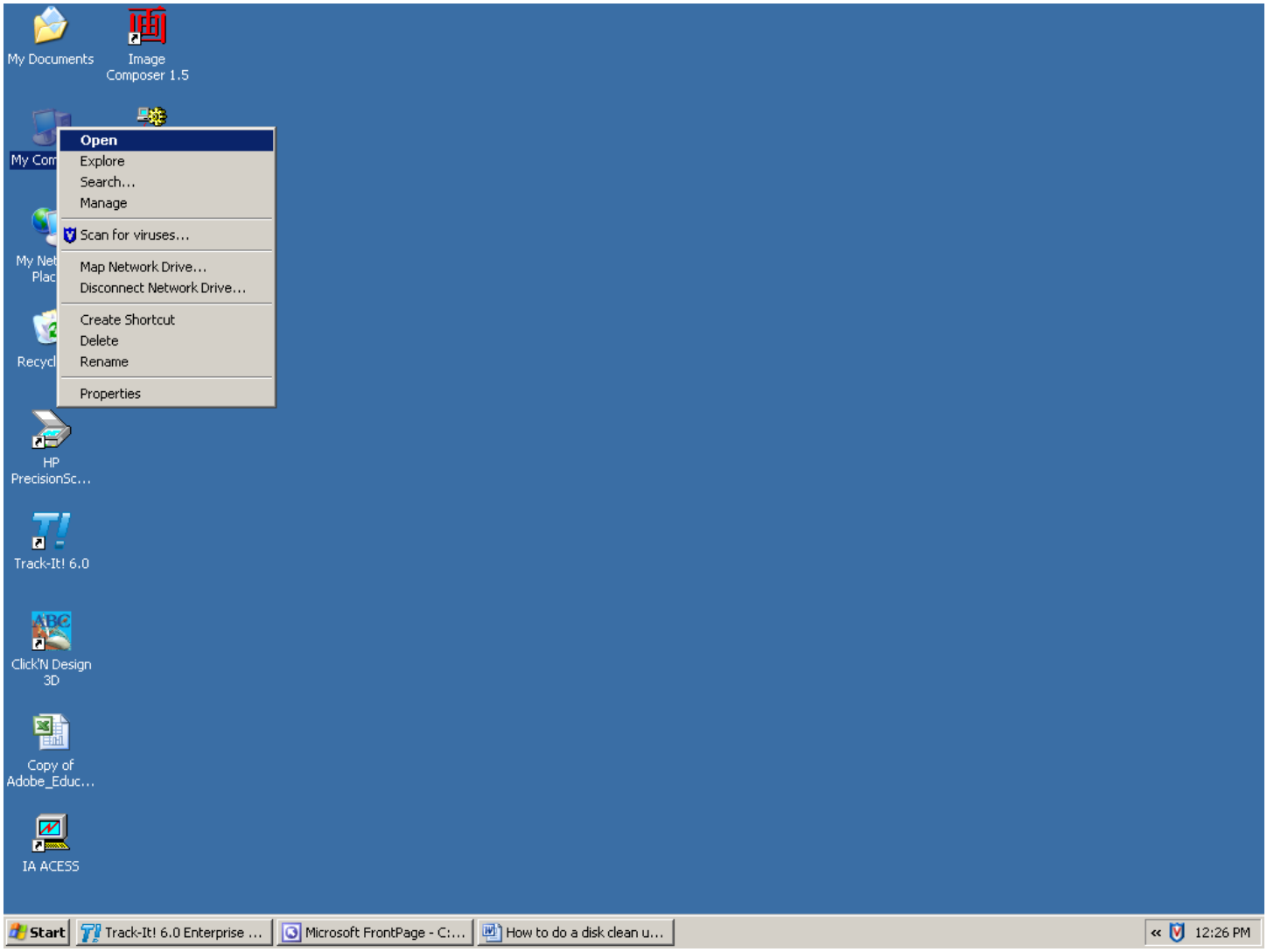
How to do a disk clean up

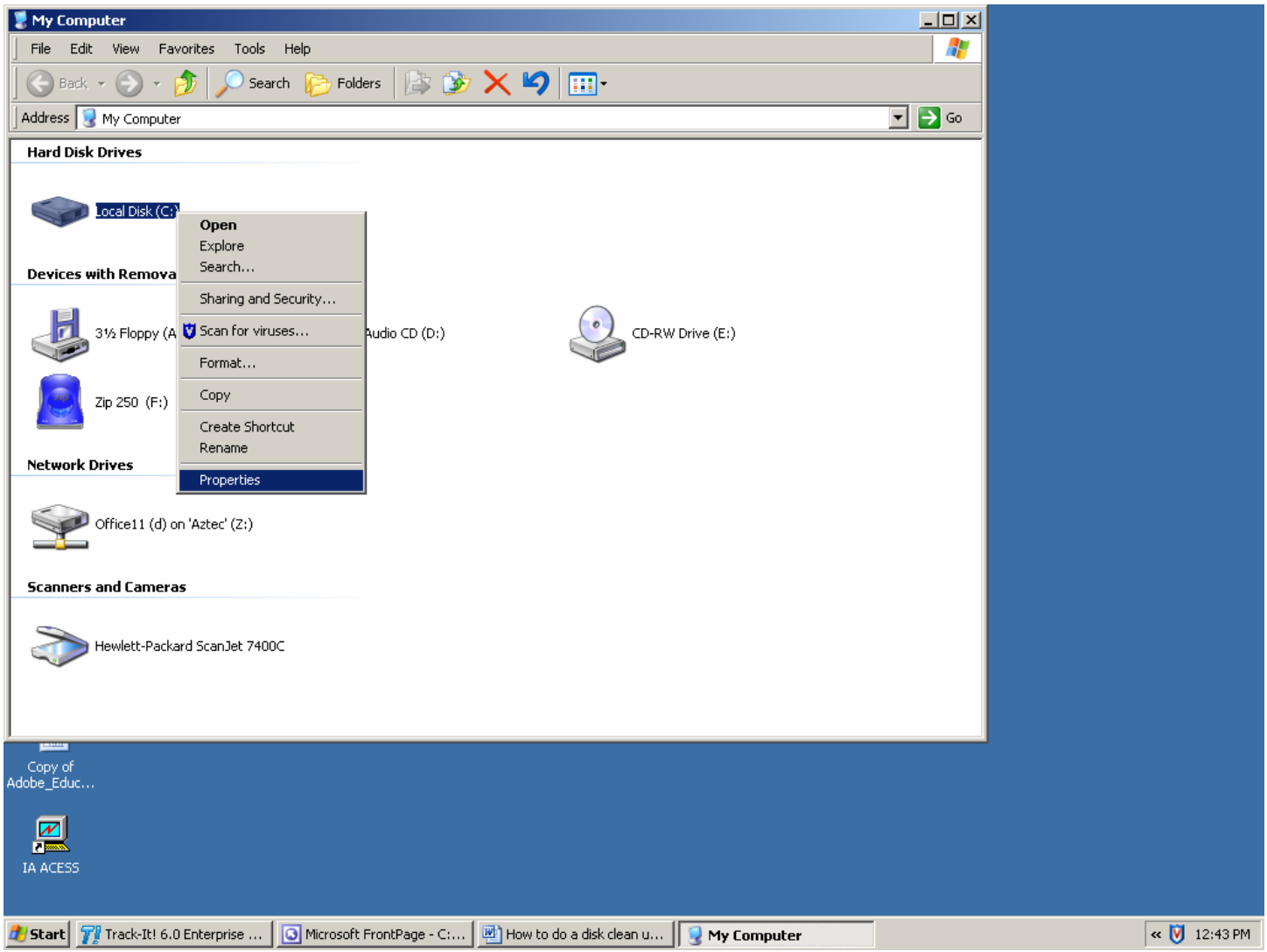
During the course of using our computer the computer saves files and compressed files on a frequent basis in order to access some of your files quicker and stores the files in different folders or caches in the computer system. These files overtime occupy space in your hard drive and need to be removed or cleaned out because the applications or programs no longer use them accept when called upon by the user. It is good practice to clean them at least once a month. Do not worry because once you use the application or programs again it will store it again in the cache or folder. By doing the clean up it helps your computer's system and keeps it maintained and will perform better:

How to proceed to do a disk clean up:

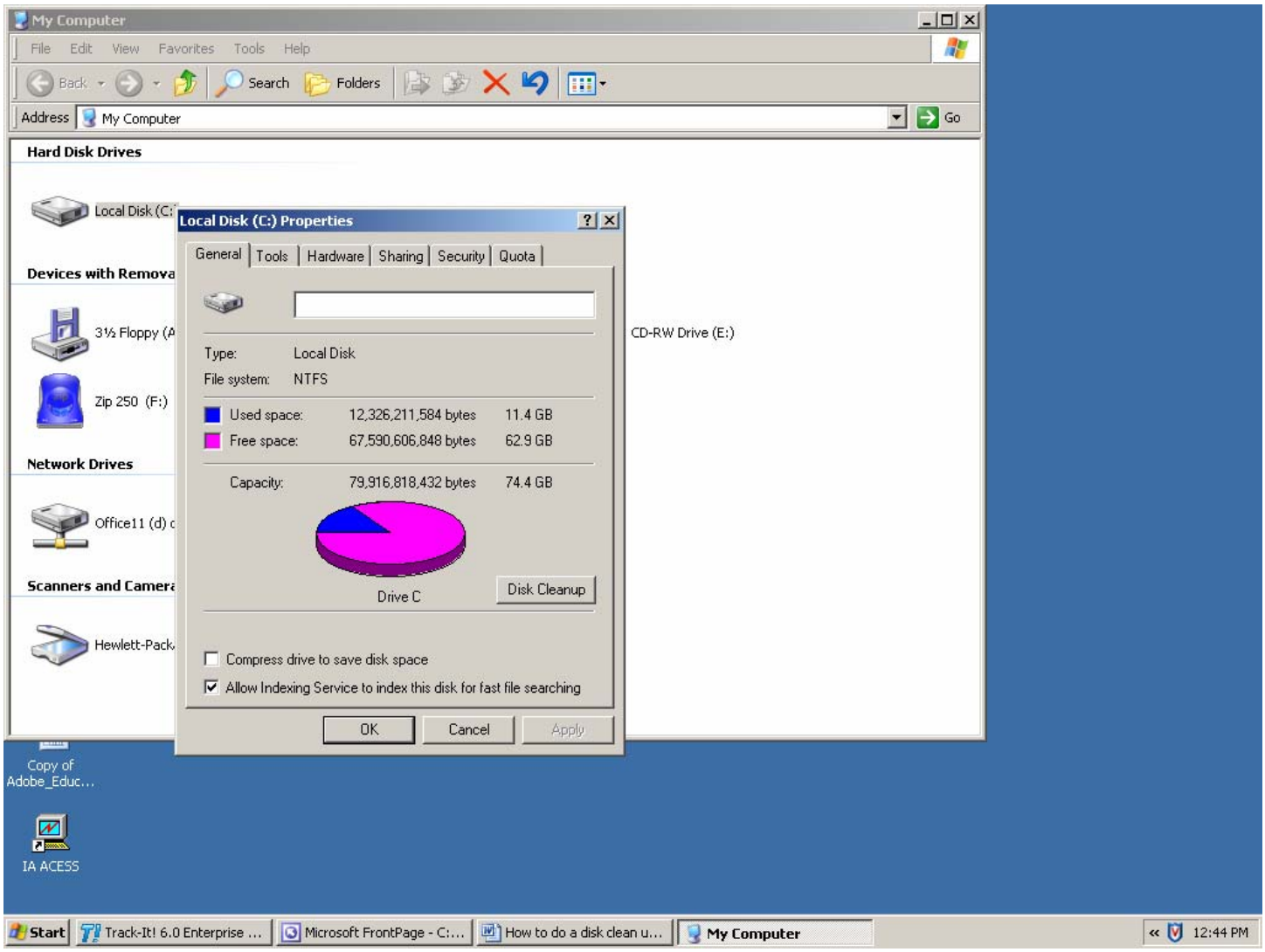
First right click on the My Computer Icon and select Open on the drop down menu. Once it is the Open is clicked on the My Computer Dialogue Box will appear.



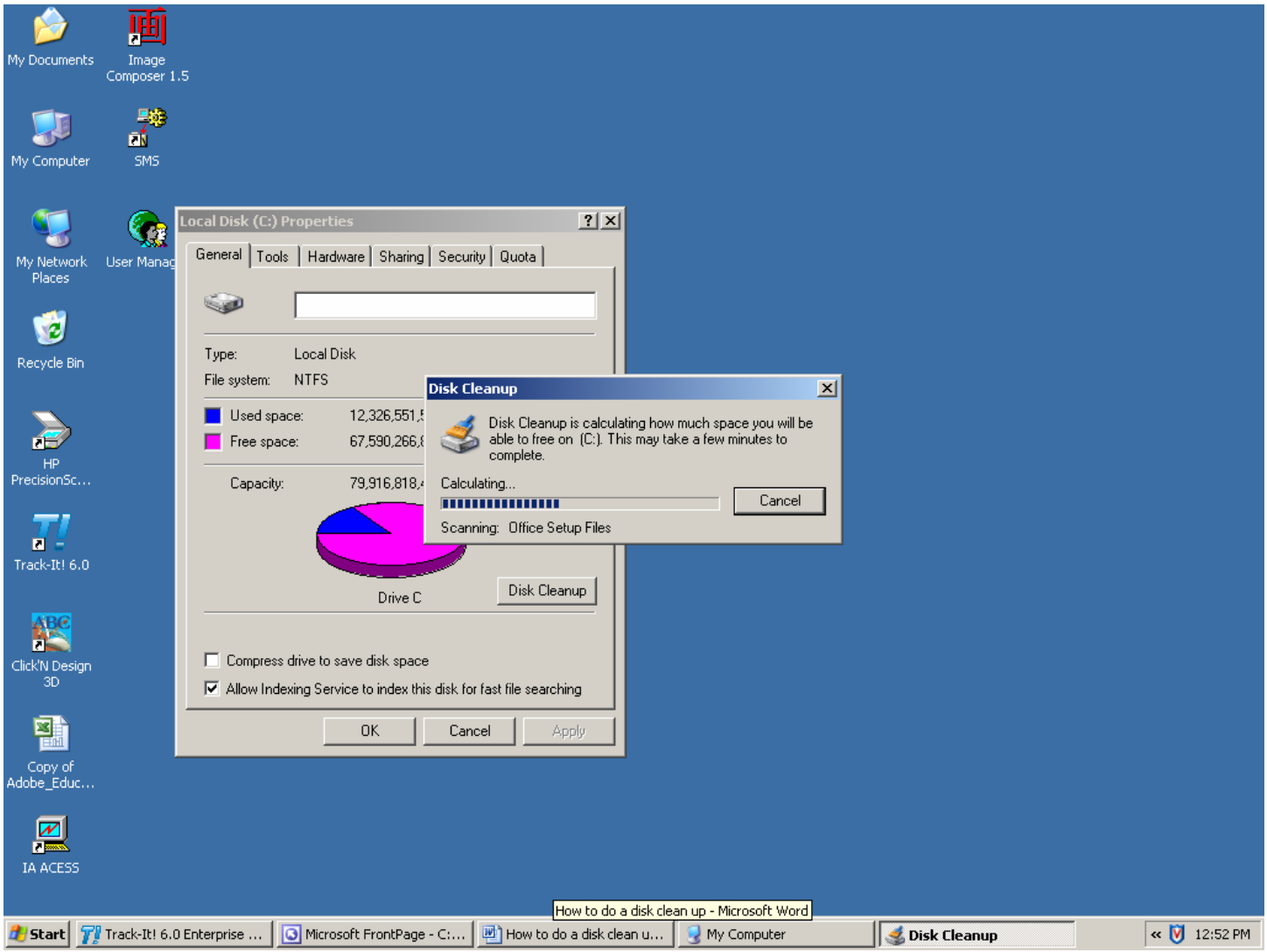
Once you are in the My Computer Dialogue Box select and right click the Local Disk (C:) drive icon and scroll down to Properties and click on Properties.



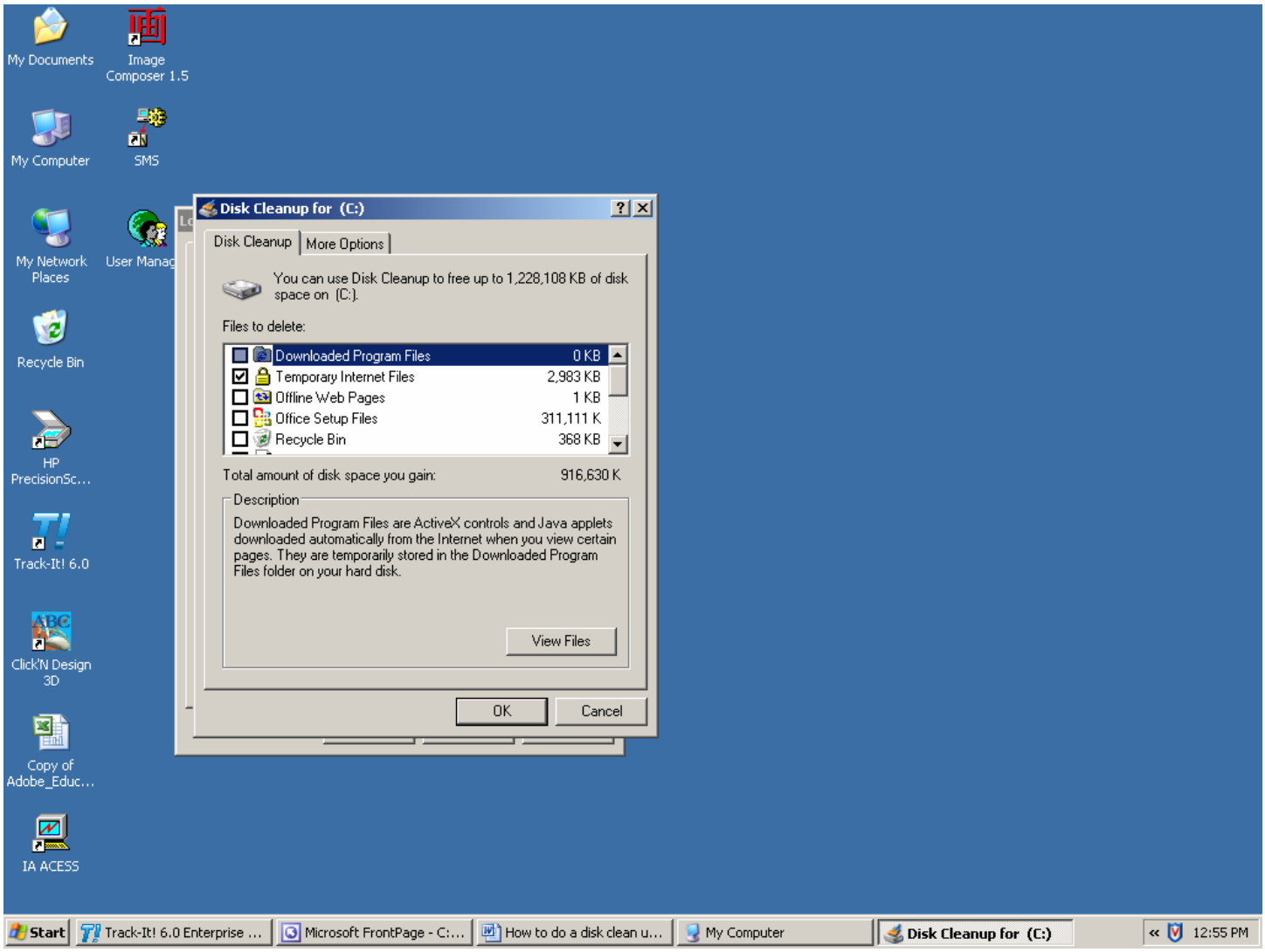
Once you have clicked on Properties the Local Disk (C:) Properties Dialogue Box will appear. Proceed to click on the Disk Cleanup Button located at the mid-right side of the dialogue box.



Once you click on the Disk Clean Up button. The Disk Cleanup utility dialogue box will appear and the computer will proceed to start scanning for old compressed and temporary files.



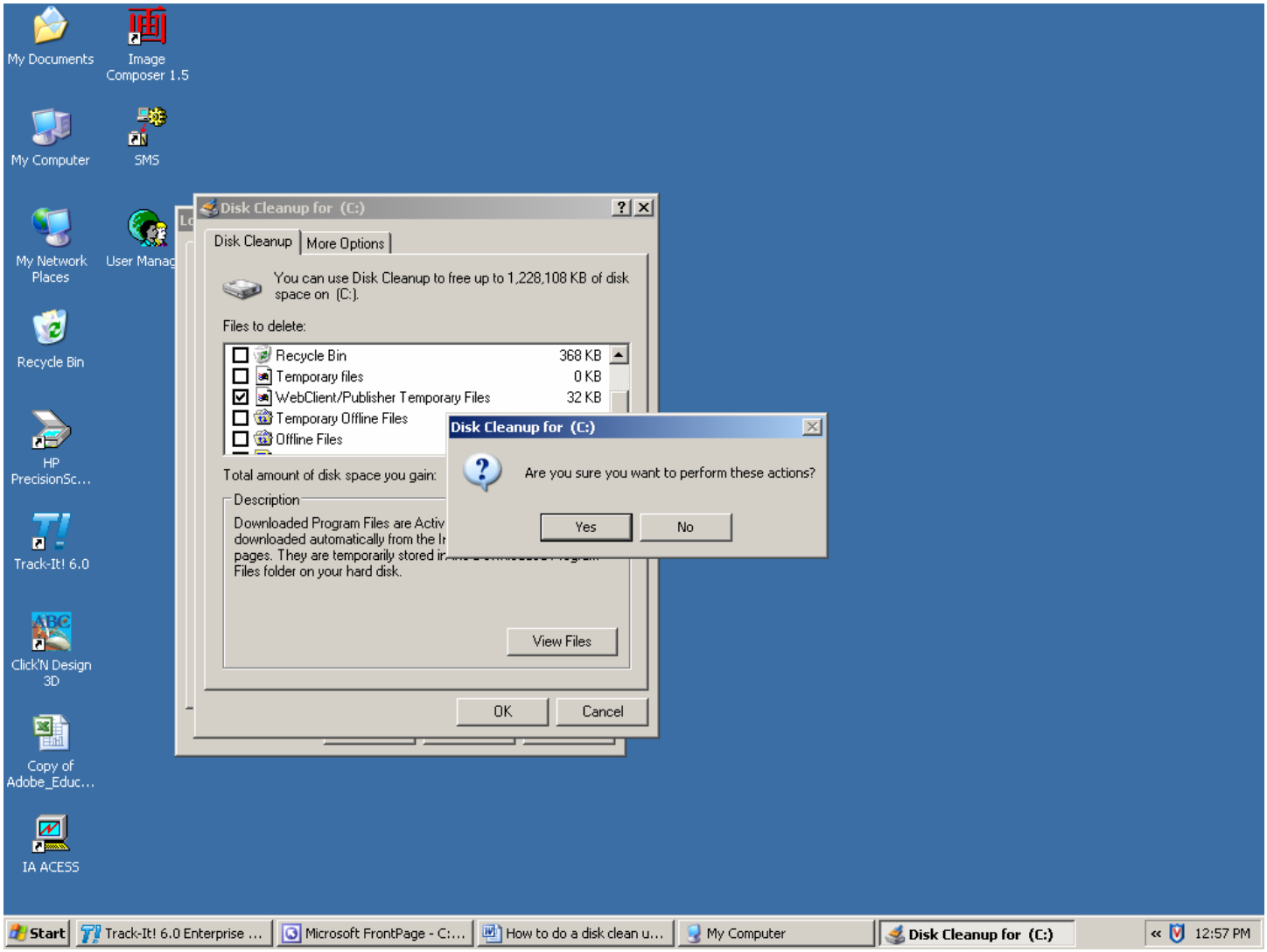
When the Disk Cleanup utility has finish the scanning process, several selections will appear where you have different files to select from. These are the selections:
Temporary Internet Files
Office Web Pages
Office Setup Files
Recycle Bin
Temporary files
Web Client Publisher Temp Files
Temporary Offline Files
Compressed Old Files
Catalog files for the Content Indexer



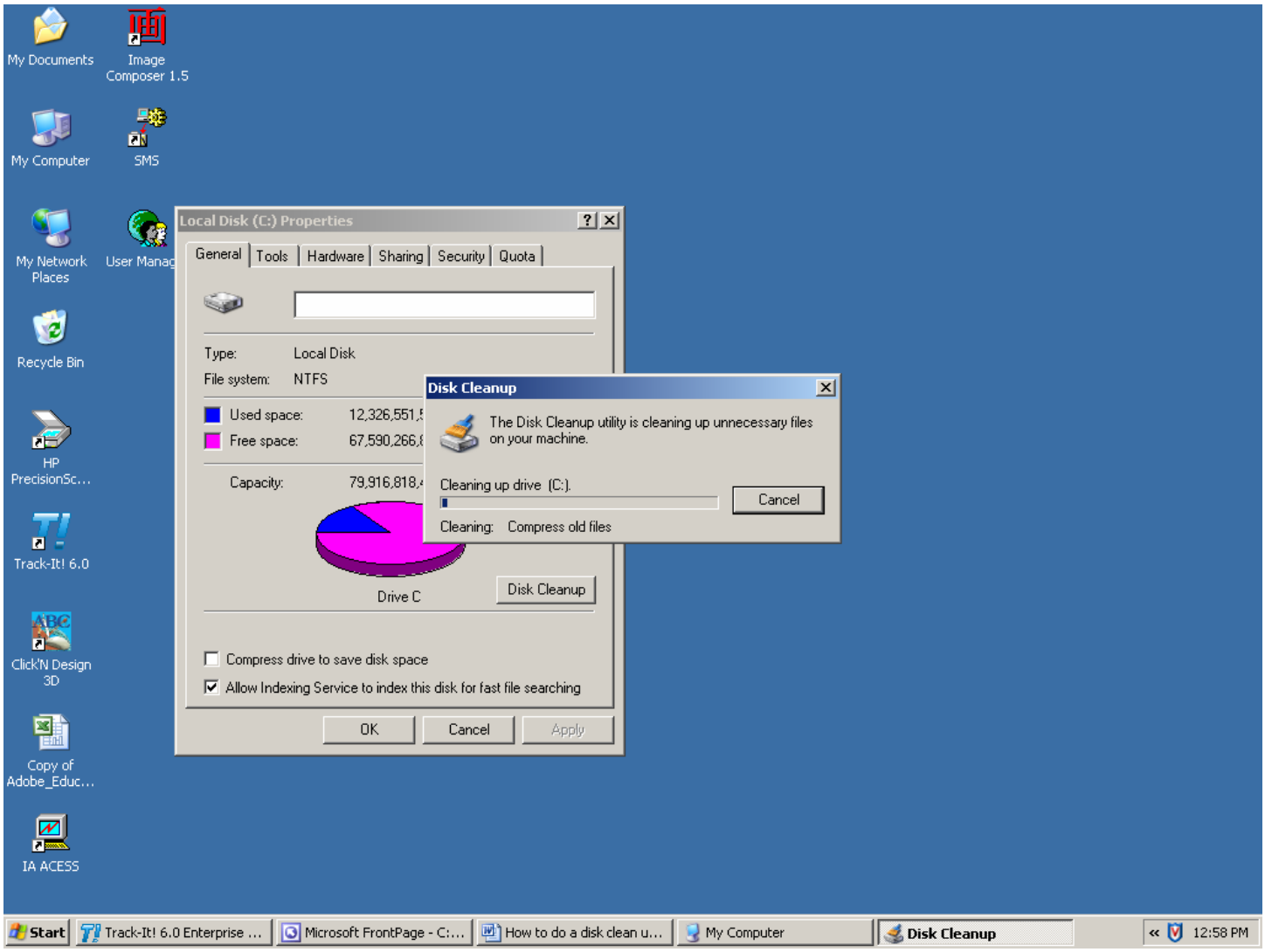
To the left of this list a check box, check on the boxes you want to clean and to the extreme right it gives you information how much space these files are occupying in your hard drive. It is recommended to check the Download Program Files, Temporary Internet Files, Temporary Offline Files, and Compressed Old files are the size is very large.

Note: It is not recommended to check the Office Setup Files because it is much easier to do Office Updates with the files being in the cache and not having to insert an Office CD to proceed to install latest Office updates for your Office Suite applications.

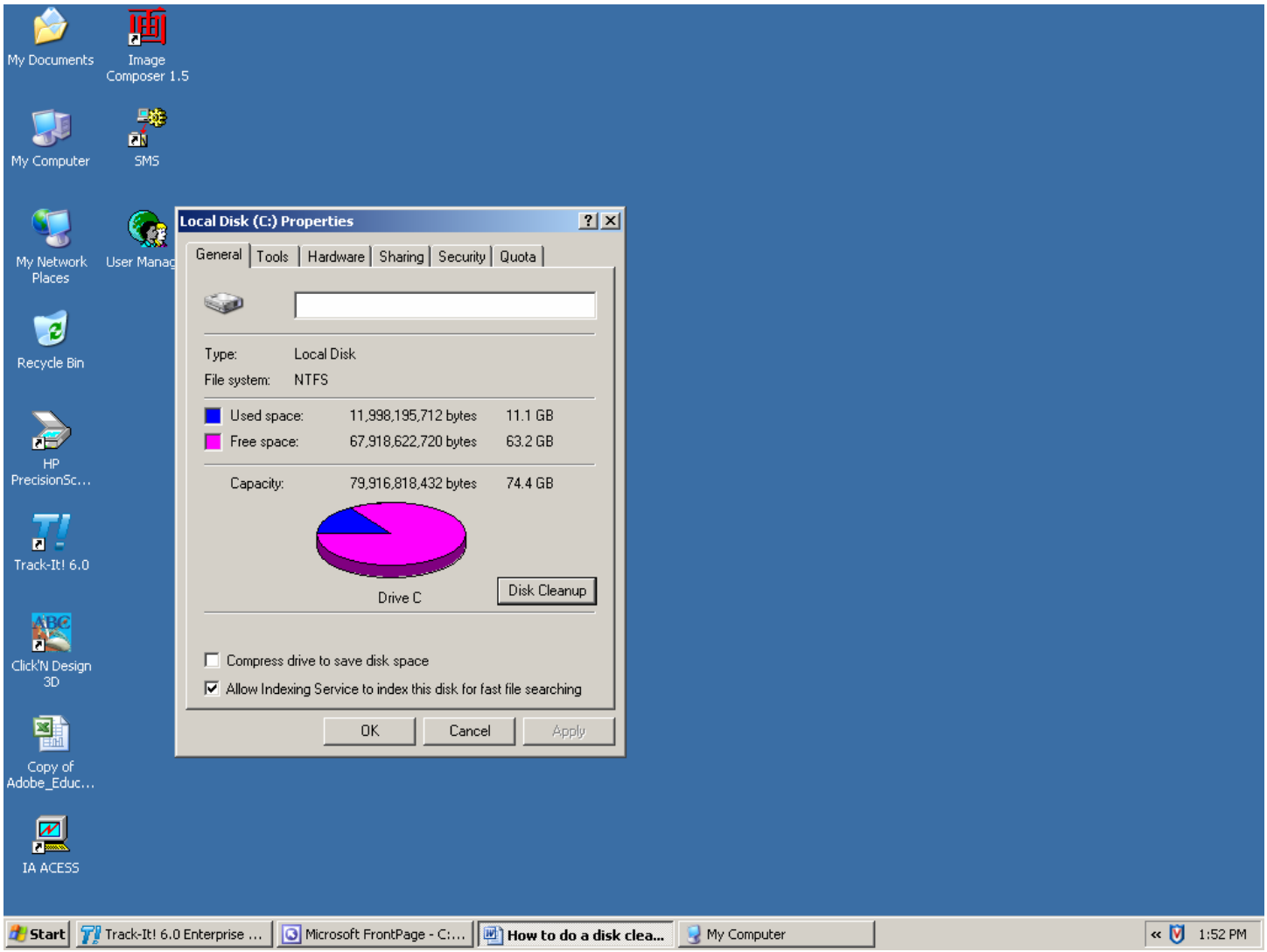
Once you have checked the files you want to clean out, click on the OK button. A warning dialogue will appear so that you make sure that the ones you have check are correct. If they are the correct files, click on the Yes button, and if not click on the No button and recheck the correct files you want cleaned and then click OK button again and click on the Yes button.



Once you click on the Yes button the cleanup utility will proceed the cleaning process of the files you had selected.



Once it has done cleaning click on the OK button and the Local Disk (C:) Properties will disappear. You have now finished the Local Disk Cleanup.



If you have done this procedures and the computer gives you an error message, do not be discouraged, it is probably a security settings letting you know that you do not sufficient rights to do this procedure. If this message should come up, please do not hesitate to call the IS&P Help Desk for assistance, at 872-2111. In order to proceed to access your computer the IS&P technician must confirm permission to do so. The IS&P Help Desk technician will check to see if your computer has the client software that allows the technician to access your computer remotely. If the technician can access your computer remotely, she will then proceed to assist you. If not a work order will be created for you so a computer technician will be assigned to you work order request.

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